

Customer Service Assistant
Recreation Department
City of Auburn

The City of Auburn is seeking a part-time high energy and customer service oriented person to oversee day to day office duties and registration process for the Recreation Department. The position will be responsible for all aspects of recreation customer service including but not limited to; answering phones, handling walk-in registrations, assist in payroll and other office functions as needed. Successful candidate must have excellent interpersonal, communication, customer service and organizational skills. Previous experience in recreation programming and working with a variety of age groups is preferred. Degree in Parks and Recreation or related field is preferred. The hours are expected to be between 15 and 18 hours per week and the position requires a flexible schedule.

If you are community oriented and passionate about recreation opportunities, please send resume, at least 3 references and salary requirements to: Deborah Grimmig, Human Resources Director, City of Auburn, 60 Court Street, Auburn, ME 04210, 207-333-6601 ext 1414 or 1416, dgrimmig@auburnmaine.gov. Review of resumes will start immediately and will continue until the position is filled.

The City of Auburn is an Equal Opportunity Employer